

[Your Full Name]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]  
[City, State, Zip Code]

[Date]

[Hiring Manager Name]  
[Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name or "Hiring Manager"],

I am writing to express my enthusiastic interest in the **Entry Level Business Development Manager** position at [Company Name], as advertised on [Platform/Source]. With a strong background in [Your Degree/Relevant Field] and a proven track record of [mention a key soft skill, e.g., persuasive communication or relationship building], I am eager to contribute to your team's growth and market expansion efforts.

During my time at [Previous University/Internship/Role], I developed a keen interest in identifying market trends and cultivating professional partnerships. My experience in [Specific Project or Task] allowed me to hone my lead generation skills, where I successfully [mention a specific achievement, e.g., increased outreach by X% or managed a database of X prospects]. I am particularly drawn to [Company Name] because of your innovative approach to [specific industry niche] and your reputation for excellence in client satisfaction.

I am a highly motivated self-starter with a passion for sales strategy and professional networking. I am confident that my ability to research potential leads, conduct effective cold outreach, and support the sales lifecycle will make me a valuable asset to your business development team. I am eager to bring my energy and dedication to help [Company Name] exceed its quarterly revenue targets.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills align with the needs of your team.

Sincerely,

[Your Handwritten Signature (if sending by mail)]  
[Your Typed Name]